



DEPARTMENT OF PERSONNEL

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MEMO PERD #32/02
October 3, 2002

TO: Department Directors
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: Voluntary Leave Without Pay

As you are aware, Governor Guinn has indicated the State is experiencing a serious shortfall in expected revenues. An option agencies are considering in addressing the existing fiscal emergency is the use of voluntary leave without pay.

As provided in NAC 284.580, a classified or unclassified employee may volunteer to be placed on leave without pay with the approval of the appointing authority. Voluntary leave without pay must be requested and authorized on Form TS-12 and coded as "UVLWP" on the employee's timesheet. A copy of the TS-12 is attached. It is also important to note that exempt employees may only reduce hours and pay in full-day increments, not partial days.

Pursuant to NAC 284.580, the hours that an employee is on voluntary leave without pay must be treated as hours in paid status for the purposes of determining an employee's: pay progression date, entitlement to holiday pay, entitlement to longevity pay, probationary period, accrual of annual leave, accrual of sick leave, and seniority for order of layoff. An employee's retirement credit would be impacted while in a leave without pay status, as would an employee's group insurance if the employee's hours in paid status fall below 80 in a month.

For additional information regarding the voluntary leave without pay regulations, please contact Phil Hauck at (775) 684-0130. If you have questions regarding the completion of payroll timesheets, please contact Theresa Conner at (775) 687-3702.

JG:sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives